

## ATTENTION DENTAL & ORTHODONTIC PROVIDERS

### CHANGES TO PREPARE FOR IMPLEMENTATION OF PROVIDER ONE

#### New PA Request Form:

As of **3/1/10** the new PA Request form 13-835 will be required in addition to any other required program forms you currently submit with your requests. Refer to Memo 10-01.  
<http://hrsa.dshs.wa.gov/DentalProviders/Dental.html>

#### Additional **Dental/Orthodontic** Forms Required:

- 13-863 Tooth Chart (use when tooth charting is required for requested service)
- 13-788 Appliance = Nursing Home Client (required for clients in Nursing Home)
- 13-666 Orthodontic Information (required for all Orthodontic Requests)
- Prescriptions and Letters of Medical Justification when required by WAC or Billing Instructions

**NOTE:** Any requests received as of 3/1/10 or after that do not include these required forms, will not be processed and will be **returned to you.**

This form **must** be **TYPED**. If you hand write the form, it will not scan into Provider One and will be returned to you - this will delay processing of your request.

When using the PA Request form - **prior** to Provider One implementation please note:

1. **Client ID** = You will need to enter the Client PIC until Provider One goes live – please refer to the following links for more information about Provider One and the change to Client ID. The Provider One fact sheet:  
[http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR010\\_Client\\_Identifier.pdf](http://hrsa.dshs.wa.gov/providerone/Providers/Fact%20Sheets/P1PR010_Client_Identifier.pdf)
  - a. The link includes information about the crosswalk, how to use it and where to find it. The direct link to the crosswalk is:  
<https://fortress.wa.gov/dshs/npicaphrsa>
2. **NPI #** =
  - a. **Requesting NPI#** is for the provider requesting the service
    - i. If you have a separate performing and billing provider NPI# - you will place the performing NPI# in Box #7.
    - ii. If you have one NPI# - you will place it in both Box #7 & Box #9.
  - b. **Servicing NPI#** is for the provider billing for the service
    - i. If you have a separate performing and billing provider NPI# - you will place your billing provider # in Box #9.
    - ii. If you have one NPI#, you will place it again in Box #9.
  - c. If you indicate your **NPI#** in box #7 & #9, you **will need** to indicate your current DSHS performing & billing provider # in box 30 **or** you may put your DSHS billing provider # in box #7 & #9 until Provider One is implemented.